

Infinite Campus: IC Employment Verification Quick Reference Card

Release date: 5/8/2019

Custom Report: IC Employment Verification – The purpose of this report is to provide a tool to assist schools and districts with employment verification within Infinite Campus. The report runs from State Edition to incorporate all district assignments; data is pulled from the reporting warehouse and is as of the previous Friday. If you do not know the person’s EPSB number, use the Search Report to find possible matches.

Selection Criteria: The Campus toolbar has no impact on this report. The Search Report requires a first and last name to be entered. Adding date of birth will include partial name matches. The Verification Report requires the EPSB number.

KDE Contact: Scott Tremoulis, Office of Educator Licensure and Effectiveness

Pathway: KY State Reporting / KDE Reports / IC Employment Verification

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The Search Report will generate in Excel format. Only staff with Employment Credentials will be returned. The matching logic is exact match on Last Name and First Name. If DOB is specified, then those with matching DOB are added to the report if Last Name and the first three letters of First Name match or the first word of Last Name and first word of First Name match.

LNAME	FNAME	MNAME	EPSB ID	DOB	EMPTYTYPE	DISTNUM	DISTNAME	EMPSTART	EMPEND	SCHNUM	SCHNAME	ASSIGNBEG	ASSIGNEND	REPORTDT
Teacher	John		1	11/25/1974	01-Teacher	901	District 1	07/01/2008	05/31/2010	999	School 1	07/01/2008	05/31/2010	05/08/2019
TEACHER	JOHN		2	10/15/1968	01-Teacher	902	District 2	08/01/2006		999	School 2	08/04/2006		05/08/2019
TEACHER	JOHN		2	10/15/1968	01-Teacher	902	District 2	08/01/2006		999	School 3	08/01/2006	01/01/2016	05/08/2019
Teacher	John		3	12/22/1980	04-Support	903	District 3	07/01/2008		999	School 4	07/01/2008		05/08/2019
Teacher	Johnathan		4	10/17/1987	01-Teacher	903	District 3	07/08/2014		990	School 5	07/08/2014		05/08/2019
Teacher	John		1	11/25/1974	01-Teacher	907	District 4	07/01/2010		999	School 6	07/01/2010		05/08/2019

The Verification Report will generate in PDF format.

Infinite Campus Employment Verification Report

Name: _____

Report Date: 05/08/2019

EPSB: _____

Date of Birth: -- -- --

Employment Dates: *(descending order)*

Employment Dates		District Number/Name	School Number/Name	Assignment Dates		Employment Type
Begin	End			Begin	End	
07/01/2010		571/Warren County	210/Warren Central High School	07/01/2010	07/01/2011	07-Other
08/03/2009	06/30/2010	115/Christian County	050/Hopkinsville High School	08/03/2009	06/30/2010	01-Teacher

Suggested report uses:

- If the employee's EPSB number is not available, run the Search Report to find possible matches.
- If the employee's EPSB number is known, run the Verification Report to produce a list of assignments.
- If the Search Report does not return the needed information
 - Add date of birth to the search to get partial matches
 - Try searching by maiden or married name
 - Try different variations of first name
- If the Verification Report is missing assignments
 - Run the Search Report to confirm that the correct EPSB number is being used
 - Contact the appropriate district to have them correct the Employment Credentials in Infinite Campus. Please keep in mind that the changes will not show until the following week.
- If Employment Type = 07-Other, further definition of "other" will be included if available. Older records do not contain any additional detail.